

<div>横須賀基地空席広報</div> <div>VACANCY ANNOUNCEMENT (Re-Issue)</div>		<div>広報番号 : Announcement No.</div> NE-HPT-11-04(R2)
		<div>募集締切日: Closing Date</div> 18 Jan 04
		<div>発行日: Date of Issue</div> 5 Jan 04
<div>1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>N/A</u>)</div> <div>Work Order Clerk #280 (作業命令事務職)</div> <div><div><input checked="" type="checkbox"/> 事務系 Administrative</div><div><input type="checkbox"/> 技能系 Blue Collar Trade</div><div><input type="checkbox"/> 保安系 Security</div><div><input type="checkbox"/> 医療系 Medical</div></div>	<div>募集人数 No. of Recruitment</div> <div>1 名</div>	<div>4.募集範囲 Area of Consideration</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</div> <div><input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</div> <div><input checked="" type="checkbox"/> 外部 Off Base Applicant</div>
<div>2.部隊 Activity</div> <div>Navy Exchange, Yokosuka ネビーエクスチェンジ ヨコスカ</div> <div>Services Operations Department サービスオペレーション デパートメント</div> <div>Auto Services Center, Service Counter オートサービスセンター、サービスカウンター</div> <div>勤務場所 Working Place:横須賀市 泊町 Tomari-cho, Yokosuka</div>		<div>5.雇用の種類 Type of Employment</div> <div><input checked="" type="checkbox"/> IHA</div> <div><input checked="" type="checkbox"/> HPT (時給制従業員) ¥950/hour</div>
<div>3.勤務時間 Work Schedule (週 <u>30</u> 時間制 hrww)</div> <div>勤務日 Work Days: 5 days/week</div> <div>勤務時間・休憩 Work Hours/Recess Period: 0600-2000 (6 hours/day)</div> <div><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel</div>		
<div>6.職務内容 Duties: Prepares service work orders for vehicles. Determines estimated cost according to the official price list; issues parts and accessories to mechanics. Counsels customers on automotive service needs and resolves patron service questions and complaints. Assigns work orders to appropriate technical associate for action. Performs work involved in the initiation, processing, recording and control of work orders. Typical duties includes; receives written or verbal requests for work to be performed, records pertinent data such as nature of work, location, and requester and classifies as to urgency, coordinates with proper personnel to gain authority for performance of the work, authorization of funds, inspection of work site and preparation of engineering drawings sketches; confers with production personnel to obtain proper shop routing for performance of work; maintains and prepares a variety of correspondence, control sheets, reports and other action and record documents to record the progress and completion of work. Performs other related or incidental duties as assigned.</div>		
<div>7.資格要件／身体条件 Qualification/Physical Requirements</div> <div>a. 1 year of general work experience OR completion of 2 years junior college/2-years of technical school or 4-year degree in any field.</div> <div>b. Knowledge of basic auto mechanics.</div> <div>c. Knowledge of customer service concepts and practices.</div> <div>d. Skill in operating computer keyboard.</div> <div>e. Ability to perform general clerical work.</div> <div>f. Ability to speak, read and write English at average proficiency level.</div> <div>Handicapped applicants may be accepted, depending on the degree and kind of disability.</div>		
<div>英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional</div>		
<div>学歴 Educational Background : N/A 免許証／修了証 License/Certificate Required :</div>		

<div>8.提出するもの Application and Associated Documents</div>		<div>職務状況 Working Condition</div>
<div>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil</div> <div>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil</div> <div>* 上記は英語で記入 Complete in English</div> <div><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12x23.5cm)</div> <div>12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)</div>		<div>Works irregular schedule.</div> <div>不規則勤務有り</div>
<div>問い合わせ先 for Job Inquiries</div>	<div>提出先 Office to Submit</div>	<div>事務処理欄 For Official Use</div>
<div>・ 担当部署／担当者名 POC</div> <div>Navy Exchange, Yokosuka</div> <div>ネビー・エクスチェンジ ヨコスカ</div> <div>☎直通 046-822-7526</div> <div>直通 046-816-5149</div>	<div>〒238-0015 神奈川県横須賀市泊町 1 番地</div> <div>1 banchi Tomari-cho, Yokosuka</div> <div>米海軍横須賀基地統合人事部雇用課 (HRO)</div> <div>COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A)</div> <div>☎直通 046-816-8153</div>	<div>PD No.: NEX-SEC-003-PT</div>
		<div>PD is accurate and current.</div> <div>Certified by Activity: at</div>
		<div>HRO: ey</div>

応募要項を満たしていない場合、選考の対象になりません。
Incomplete applications will not be processed.

提出された応募書類はお返ししません
Submitted applications will not be returned.

HPT – Hourly Pay Temporary (日本政府雇用・時給制臨時雇用従業員)
契約期間 – 1 年を越えない期間 (その後更新の可能性あり)
交通費及び社会保険の保証はありますが、他の手当て等の支給はありません。
勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。